

PUBLIC RECORD REQUEST

TO: The City Clerk of the City of Columbiana, Alabama.

The undersigned wishes to examine the following public records of the City of Columbiana.

The purpose of this examination is: _____

I recognize that the city must provide security of public records and must make available an employee of the city during the examination of such records. I understand there is a charge for requested copies, as set forth in the schedule below. I agree to pay the fee for the copies as this policy sets out. A reasonable search fee may be charged for search time in retrieving the requested documents.

Signature

Name Printed

Address

City State Zip

Phone number

Date copies received/records examined

RESPONSE TO PUBLIC RECORD REQUEST

You may come to our office at _____ o'clock a.m. / p.m. on _____ to review the request documents.

City Clerk _____ Date: _____

RECORD OF PUBLIC RECORDS COPIED AND RELEASED

Number of copies received _____ Cost _____ Receipt # _____

Description of copies received: _____

Remit to: The City of Columbiana
Attn: City Clerk
107 Mildred Street
Columbiana, Al 35051
Telephone: 205-669-5801

Copies provided by _____

Title

Cost of Copies

\$.25 per page

The first hour of City staff time responding to a request is free and additional time thereafter is at a rate of \$15.00 per hour or portion thereof.